



## **BOARD MEETING**

6:00 – 7:30 PM, Thursday, September 10, 2020

Esperanza Elementary School Meeting Room, 4956 W 3500 S, West Valley City, UT 84120

via Zoom Meeting

## **MINUTES**

**Call to order:** Meeting began at 6:10

**MEMBERS PRESENT:** Becky Kemp, Marty Banks, Juan Freire, Phil Shumway, and Challene Nuvan

**MEMBERS ABSENT:** Debby Bauman, Cody Case

**OTHERS PRESENT:** Eulogio Alejandre (Esperanza Director), Ari Moreno

### **WELCOME & INTRODUCTIONS**

**FINANCIAL REPORT** – Brian Cates was not available for this meeting, Eulogio presented the Financial Report Summary which has also been uploaded to the Google Drive. As of August 31<sup>st</sup> we are at 16.7%, revenue is early in the year, that is why we are at 23%.

- a. Operating Margin: 7.2%, forecast of 8.8%.
- b. Net Income: \$275,000.00, forecast \$432,836.00
- c. Ending Cash Balance: is on trend, we are doing well.
- d. Cash on Hand: 134 days, forecast at 102 days
- e. Debt Service Ratio: Covenant >1/5, Target 1.30, and forecast 1.79
- f. COVID Monies: \$97,090 for CARES Act, and \$54,527 for the GEERS Program
- g. Membership Audit has begun, and we have submitted our required data.

### **ACTION ITEM(S)**

1. Minutes from August 13, 2020 - Board Meeting minutes from August reviewed. Phil motioned to approve, Marty second, approved unanimously.
2. Discuss and approve Policies related to prevent financial fraud: Eulogio presented.
  - a. Conflict of Interest policy – This protects Esperanza when entering into a transaction or arrangement that might benefit the personal, and private interests of a School Board Officer, Director resulting in a possible excess benefit transaction

Phil motioned to approve as written, Juan second. Board unanimously approved.

- b. Personal Use of School Property -This outlines school property as official school use, and not of personal property for staff or anyone issued or using school property. Marty motioned to approve as written, Phil second. Board unanimously approved
  - c. Reporting Fraud and Abuse Policy – School policy regarding reporting of any fraud, and/or abuse related to the procurement/use of the School’s public funds. Juan motioned to approve as written, Challene second. Board unanimously approved
  - d. Code of Ethics – This policy applies to the School Board Members. Each School Board Member must commit and agree to this policy. Phil motioned to approve as written, Juan second. Board unanimously approved
3. Review and approve Cleaning Bid 2020-2025: Several interested parties, but only one proposal received. This was from the previous contractor, he is a local, small business owner, his cost is below \$5,000. Challene motioned to approve as written, Juan second. Board unanimously approved.

#### **COMMITTEE DISCUSSION**

1. Charter Agreement Review Process - Deferred for Cody’s input
  - a. Governance
  - b. Finance
  - c. Academic/Cultural
  - d. Charter Minute

#### **DISCUSSION/INFORMATION ITEMS**

1. Executive Director/Principal Report:
  - a. COVID-19 Update:
    - i. One Positive Case – letter sent to parents, this in turn caused three parents to change the student(s) to online instruction school (virtual learning).
    - ii. Several “scares”
    - iii. Nervous Staff & Faculty
    - iv. Cleaning – disinfecting machine, and new Full-time employee seem to be working in decreasing risks. Air Filters manufacturer recommend changing every 6 months, so we will no longer replace them monthly.
  - b. School Board must complete, and attend training on the Open Meeting Law - Board Members must have training once per year on Open Meeting Law, Eulogio is arranging for someone to present the training to the Board Members at the October or November Board Meeting, Eulogio will also provide us a copy of the Law.
  - c. Assessment Update – Deadlines have been extended.

- d. Student Enrollment – 537 Students, approved for 525 – 335 are attending in person, 120 virtual, the rest are doing some type of hybrid model. The school will send out a satisfaction survey to the parents with students attending virtually.
  - e. Waiting List: not discussed.
  - f. Calendar: we will continue Board meetings through Zoom.
  - g. Teacher staff update. – No losses over the summer
  - h. Calendar: First day of School, was August 25<sup>th</sup>, The Mariachi will be performing virtually for the Mexico Consulate Independence Celebration. Ari will send the board an invite. This will be presented Nationally.
2. PTO Report – They are selling School T-shirts.
3. Set Next Board Meeting Date: October 8, 2020 through Zoom.

**ADJOURN** at 7:21 pm

**ANNOUNCEMENTS:** No other announcements